

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: 5/16/06

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton

AGENDA ITEM WORDING: Approval to pay Monroe Service Co. invoices in the amounts of: \$3,000.00, \$3,000.00, \$1,000.00, \$2,000.00, \$1,000.00, and \$3,000.00, for mold removal from the roof AC units at the Key West Airport, caused by hurricane Wilma.

ITEM BACKGROUND: The Clerk of the Court asked that these invoices be approved by the County Commission before being processed for payment.

PREVIOUS RELEVANT BOCC ACTION: Approval of hurricane Wilma related invoices at the March and April County Commission meeting.

CONTRACT/AGREEMENT CHANGES: n/a

STAFF RECOMMENDATION: Approval

TOTAL COST: \$13,000.00

BUDGETED: Yes

COST TO AIRPORT: None
COST TO PFC: None
COST TO COUNTY: None

SOURCE OF FUNDS: FEMA, #0459105, Hurricane Wilma Account

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney N/A

OMB/Purchasing n/a

Risk Management n/a

AIRPORT DIRECTOR APPROVAL



Peter J. Horton

DOCUMENTATION: Included X

Not Required

AGENDA ITEM # _____

DISPOSITION: _____

CHECK LIST

QUANTITY

ITEM OR PART DESCRIPTION

MONROE SERVICE CO.

9047

COMPRESSOR

☐ SUCTION _____ PSI☐ HEAD _____ PSI☐ VOLTS _____ AMPS☐ ELECTRICAL CONNECTIONS☐ CONTACTS TIGHT & CLEAN☐ OIL LEVEL & CONDITION☐ CONDENSER COIL☐ CLEAN COIL & CHECK FIN COND.☐ ENT _____ °F LVG _____ °F☐ REFRIGERANT☐ LEAK ☐ CHARGE☐ FAN AND MOTOR☐ VOLTS _____ AMPS☐ ELECTRICAL CONNECTIONS☐ CONTACTS TIGHT & CLEAN☐ FAN PULLEYS (ADJUST BELT)☐ CHECK LUB BEARINGS & MOTOR☐ CFM _____☐ EVAPORATOR COIL☐ CLEAN COIL & CHECK FIN☐ ENT DB _____ °F LVG DB _____ °F☐ ENT WB _____ °F LVG WB _____ °F☐ CONDENSATE AREAS☐ INSPECT & CLEAN DRAIN PAN☐ INSPECT & CLEAN DRAIN☐ AIR FILTERS☐ CLEANED ☐ REPLACED☐ FILTER SIZE _____☐ HEATING ASSY.☐ BURNER & HEAT EXCHANGER☐ FUEL SUPPLY & PRESSURE☐ PILOT ASSEMBLY☐ FLAME ADJUSTMENT☐ PRIMARY RELAY & FLUE☐ FAN & LIMIT SWITCH OPER.☐ BLOWER ASSEMBLY☐ R/V VALVE☐ STRIP HEAT☐ DEFROST CYCLE☐ ELECTRICAL COMPT'S.☐ RELAYS ☐ CONTACTORS☐ OVERLOAD ☐ PRESS. SWITCH☐ THERMOSTAT☐ O.K. ☐ REPLACE☐ RELOCATE☐ TRAVEL TIME☐ MILEAGE☐ ENDING☐ START -☐ TOTAL☐ X /HR.=☐ X /MI.=☐ X☐ X

ITEM OR PART DESCRIPTION

ITEM OR PART DESCRIPTION

MONROE SERVICE CO.

9047

A/C - Refrigeration

STATE LICENSE # CACO50394

P.O. BOX 5451

KEY WEST, FL 33045

(305) 295-0333

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(305) 295-0333

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CHECK LIST

QUANTITY

ITEM OR PART DESCRIPTION

COMPRESSOR

SUCTION PSI

HEAD PSI

VOLTS AMPS

ELECTRICAL CONNECTIONS

CONTACTS TIGHT & CLEAN

OIL LEVEL & CONDITION

CONDENSER COIL

CLEAN COIL & CHECK FIN COND.

ENT. F. LVG. F.

REFRIGERANT

LEAK CHARGE

FAN AND MOTOR

VOLTS AMPS

ELECTRICAL CONNECTIONS

CONTACTS TIGHT & CLEAN

FAN PULLEYS (ADJUST BELT)

CHECK. LUB BEARINGS & MOTOR

CFM

EVAPORATOR COIL

CLEAN COIL & CHECK FIN

ENT. DB. F. LVG. DB. F.

ENT. WB. F. LVG. WB. F.

CONDENSATE AREAS

INSPECT & CLEAN DRAIN PAN

INSPECT & CLEAN DRAIN

AIR FILTERS

CLEANED REPLACED

FILTER SIZE

HEATING ASSY.

BURNER & HEAT EXCHANGER

FUEL SUPPLY & PRESSURE

PILOT ASSEMBLY

FLAME ADJUSTMENT

PRIMARY RELAY & FLUE

FAN & LIMIT SWITCH OPER.

BLOWER ASSEMBLY

RV VALVE

STRIP HEAT

DEFROST CYCLE

ELECTRICAL COMPTS.

RELAYS CONTACTORS

OVERLOAD PRESS. SWITCH

THERMOSTAT

O.K. REPLACE

RELOCATE

TRAVEL TIME

TIME ARRIVED

TIME DEPARTED

TRAVEL TIME

MILEAGE

ENDING

START -

TOTAL MILES

X /HR.=

X /MI.=

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

MONROE SERVICE CO.

9046

A/C - Refrigeration

STATE LICENSE # CACO50394

P.O. BOX 5451

KEY WEST, FL 33045

(305) 295-0333

DATE 3/28/06
DATE ORDERED 1/

DATE SCHEDULED 1/

PHONE

WK. PHONE

ZIP

STATE

CITY

MAKE

MODEL

SERIAL NUMBER

WARRANTY

CONTRACT

SERVICE CONTRACT

NORMAL

RES.

COMM.

PRICE

LINE

SERVICE

ACCEPT

DECLINE

DESCRIPTION

REPAIR NUMBER

JOB LOCATION

NAME

STREET

CITY

STATE

ZIP

MAKE

MODEL

SERIAL NUMBER

WARRANTY

CONTRACT

SERVICE CONTRACT

NORMAL

RES.

COMM.

PRICE

LINE

SERVICE

ACCEPT

DECLINE

Our TRAINED PERSONNEL recommend:

TERMINAL REPAIR

3,000.00

DATE 3/28/06

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DATE SCHEDULED 1/

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SERVICE CONTRACT

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RES.

COMM.

PRICE

LINE

SERVICE

ACCEPT

DECLINE

DESCRIPTION

REPAIR NUMBER

JOB LOCATION

NAME

CHECK LIST

QUANTITY

ITEM OR PART DESCRIPTION

MONROE SERVICE CO.

9045

A/C - Refrigeration

STATE LICENSE # CACO50394

P.O. BOX 5451

KEY WEST, FL 33045

(305) 295-0333

DATE 3/27/06
DATE ORDERED 3/27/06
DATE SCHEDULED 3/27/06

PHONE

WK. PHONE

NAME

STREET

CITY

MAKE

MODEL

SERIAL NUMBER

JOB LOCATION

REPAIR NUMBER

DESCRIPTION

ACCEPT/DECLINE

PRICE LINE

SERVICE

WARRANTY
CONTRACT
SERVICE CONTRACT
NORMAL
RES. COMM.

COMPRESSOR

SUCTION PSI
HEAD PSI
VOLTS AMPS
ELECTRICAL CONNECTIONS
CONTACTS TIGHT & CLEAN
OIL LEVEL & CONDITION
CONDENSER COIL
CLEAN COIL & CHECK FIN COND.
ENT. F. LVG. F.

REFRIGERANT

LEAK
FAN AND MOTOR
VOLTS AMPS
ELECTRICAL CONNECTIONS
CONTACTS TIGHT & CLEAN
FAN PULLEYS (ADJUST BELT)
CHECK, LUB BEARINGS & MOTOR
CFM

EVAPORATOR COIL

CLEAN COIL & CHECK FIN
ENT DB. F. LVG DB. F.
ENT WB. F. LVG WB. F.
CONDENSATE AREAS
INSPECT & CLEAN DRAIN PAN
INSPECT & CLEAN DRAIN

AIR FILTERS

CLEANED
REPLACED
FILTER SIZE
HEATING ASSY.
BURNER & HEAT EXCHANGER
FUEL SUPPLY & PRESSURE
PILOT ASSEMBLY
FLAME ADJUSTMENT
PRIMARY RELAY & FLUE
FAN & LIMIT SWITCH OPER.
BLOWER ASSEMBLY
RV VALVE
STRIP HEAT
DEFROST CYCLE

ELECTRICAL COMPT'S.

RELAYS
CONTACTORS
OVERLOAD
PRESS. SWITCH
THERMOSTAT
O.K.
REPLACE
RELOCATE

TRAVEL TIME

TIME ARRIVED
TIME DEPARTED
TRAVEL TIME
MILEAGE
START -
TOTAL MILES

X /HR.=
X /MI.=

Cleaned and Inspected
Duct Work on Roof
Top Units at Air Port.

We wish to provide the highest level of professionalism and quality service along with the best customer assurance policy in the industry. Our service repair warranty policy is:

1. All parts replaced by us will be warranted to be free of defects for a period of 30, 60 or 90 day warranties. We feel that the parts we install have been carefully selected and meet or exceed manufacturer specifications. For this reason we feel comfortable offering this excellent warranty. The labor to install the warranted part(s) is discussed in item #2 below.

2. Our repair labor is warranted for a period of 90 days. This is the labor to repair or replace the part we installed in the initial repair, and not to correct other problems that may have arisen in the interim.

3. In the case of refrigerant (Freon) leak repairs, our parts and labor warranty is as stated above with the following clarifications:

a. You are strongly urged to inform us of the location of the leak prior to and after the repair. If this is not done, we will not be responsible for the location of the leak. Our warranty is for a specific leak repaired.

b. Under no circumstances will we be responsible for a leak in a system. We may only locate one and correct it. If a second leak is found, it will be called out again later and find another one. Our warranty on the previous leak repair would not cover the new one. However, if within 90 days of the first leak location, we will provide a no charge diagnostic and leak search. You will then only pay for the repair of the leak, just as you would have done if we had located it on the first trip.

ENVIRONMENT CHECK LIST

CHRG. CODE	TYPE	SYSTEM	QTY.	CHANGED OUT (OR REPLACED)?	YES	NO
①	RECOVERED?					
②	RECYCLED?					
③	RECLAIMED?					
④	RETURNED TO THIS SYSTEM?					
⑤	DISPOSAL					
	NON USEABLE					
	DISPOSAL					

OUR PERSONNEL RECOMMEND:

DIS-MANTLED? YES NO

REFRIGERANT DISPOSAL YES NO

OWNER'S INITIALS

ACCEPTED

DECLINED

Our TRAINED PERSONNEL recommend:

CUSTOMER REQUEST:

Clean Duct Work

TECHNICIAN SIGNATURE

CERT. #

TERMS: DUE UPON COMPLETION

I HAVE THE AUTHORITY TO ORDER THE ABOVE WORK AND DO SO ORDER AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL FINAL & COMPLETE PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF.

AUTHORIZED SIGNATURE

ABOVE ORDERED WORK HAS BEEN COMPLETED AND I ACKNOWLEDGE RECEIPT OF MY COPY.

X Ok. Jerome

SUB-TOTAL	
DIAG. CHARGE	
TAX	
TOTAL AMOUNT DUE	1,000.00

DATE

3/27/06

A/C - Refrigeration
STATE LICENSE # CACO50394
P.O. BOX 5451
KEY WEST, FL 33045
(305) 295-0333

DATE
4/13/06
DATE ORDERED

DATE SCHEDULED

PHONE

WK. PHONE

CITY

STATE

ZIP

NAME

MAKE

MODEL

SERIAL NUMBER

JOB LOCATION

REPAIR NUMBER

DESCRIPTION

ACCEPT DECLINE

PRICE LINE

SERVICE

☐ WARRANTY
☐ CONTRACT
☐ SERVICE CONTRACT
☐ NORMAL
☐ RES. ☐ COMM.

Our TRAINED PERSONNEL recommend:

CUSTOMER REQUEST:

TECHNICIAN SIGNATURE

CERT. #

TOTAL OTHER CHARGES

TERMS: DUE UPON COMPLETION

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AUTHORIZED SIGNATURE

TOTAL AMOUNT DUE

2,000.00

ABOVE ORDERED WORK HAS BEEN COMPLETED AND I ACKNOWLEDGE RECEIPT OF MY COPY.

X

DATE

CHECK LIST

QUANTITY

ITEM OR PART DESCRIPTION

COMPRESSOR

☐ SUCTION _____ PSI☐ HEAD _____ PSI☐ VOLTS _____ AMPS☐ ELECTRICAL CONNECTIONS☐ CONTACTS TIGHT & CLEAN☐ OIL LEVEL & CONDITION

CONDENSER COIL

☐ CLEAN COIL & CHECK FIN COND.☐ ENT _____ °F LVG _____ °F

REFRIGERANT

☐ LEAK ☐ CHARGE

FAN AND MOTOR

☐ VOLTS _____ AMPS☐ ELECTRICAL CONNECTIONS☐ CONTACTS TIGHT & CLEAN☐ FAN PULLEYS (ADJUST BELT)☐ CHECK, LUB BEARINGS & MOTOR☐ CFM _____

EVAPORATOR COIL

☐ CLEAN COIL & CHECK FIN☐ ENT DB _____ °F LVG DB _____ °F☐ ENT WB _____ °F LVG WB _____ °F

CONDENSATE AREAS

☐ INSPECT & CLEAN DRAIN PAN☐ INSPECT & CLEAN DRAIN

AIR FILTERS

☐ CLEANED ☐ REPLACED☐ FILTER SIZE _____

HEATING ASSY.

☐ BURNER & HEAT EXCHANGER☐ FUEL SUPPLY & PRESSURE☐ PILOT ASSEMBLY☐ FLAME ADJUSTMENT☐ PRIMARY RELAY & FLUE☐ FAN & LIMIT SWITCH OPER.☐ BLOWER ASSEMBLY☐ RV VALVE☐ STRIP HEAT☐ DEFROST CYCLE

ELECTRICAL COMPTS.

☐ RELAYS ☐ CONTACTORS☐ OVERLOAD ☐ PRESS. SWITCH

THERMOSTAT

☐ O.K. ☐ REPLACE☐ RELOCATE☐ TRAVEL TIME☐ TIME ARRIVED _____☐ TIME DEPARTED _____☐ TRAVEL TIME _____☐ MILEAGE _____☐ START - _____☐ T₀T_{AL} _____☐ MILES _____☐ X _____ /HR.=☐ X _____ /ML.=☐ X _____☐ X _____☐ X _____☐ X _____☐ X _____☐ X _____☐ X _____☐ X _____☐ X _____☐ X _____☐ X _____☐ X _____☐ X _____☐ X _____☐ X _____

MONROE SERVICE CO.

9049

A/C - Refrigeration

STATE LICENSE # CACO50394

P.O. BOX 5451

KEY WEST, FL 33045

(305) 295-0333

DATE ORDERED 4/4/06

DATE SCHEDULED 1/1

PHONE 1/1

WK. PHONE 1/1

ZIP 1/1

STATE 1/1

CITY 1/1

MAKE 1/1

MODEL 1/1

SERIAL NUMBER 1/1

WARRANTY 1/1

CONTRACT 1/1

SERVICE CONTRACT 1/1

NORMAL 1/1

RES. 1/1

COMM. 1/1

PRICE LINE 1/1

ACCEPT 1/1

DECLINE 1/1

SERVICE 1/1

1,000.00

1,000.00

1,000.00

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1,000.00

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WK. PHONE 1/1

ZIP 1/1

STATE 1/1

CITY 1/1

MAKE 1/1

MODEL 1/1

SERIAL NUMBER 1/1

WARRANTY 1/1

CONTRACT 1/1

SERVICE CONTRACT 1/1

NORMAL 1/1

RES. 1/1

COMM. 1/1

PRICE LINE 1/1

ACCEPT 1/1

DECLINE 1/1

SERVICE 1/1

1,000.00

1,000.00

1,000.00

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ITEM OR PART DESCRIPTION

ITEM OR PART DESCRIPTION

MONROE SERVICE CO.

9049

A/C - Refrigeration

STATE LICENSE # CACO50394

P.O. BOX 5451

KEY WEST, FL 33045

(305) 295-0333

DATE ORDERED 4/4/06

DATE SCHEDULED 1/1

PHONE 1/1

WK. PHONE 1/1

ZIP 1/1

STATE 1/1

CITY 1/1

MAKE 1/1

MODEL 1/1

SERIAL NUMBER 1/1

WARRANTY 1/1

CONTRACT 1/1

SERVICE CONTRACT 1/1

NORMAL 1/1

RES. 1/1

COMM. 1/1

PRICE LINE 1/1

ACCEPT 1/1

DECLINE 1/1

SERVICE 1/1

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DECLINE 1/1

SERVICE 1/1

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CHECK LIST

QUANTITY

ITEM OR PART DESCRIPTION

MUNKOE SERVICE CO.

9050

COMPRESSOR

SUCTION _____ PSI

HEAD _____ PSI

VOLTS _____ AMPS

ELECTRICAL CONNECTIONS

CONTACTS TIGHT & CLEAN

OIL LEVEL & CONDITION

CONDENSER COIL

CLEAN COIL & CHECK FIN COND.

ENT _____ °F LVG DB _____ °F

REFRIGERANT

LEAK _____ CHARGE

FAN AND MOTOR

VOLTS _____ AMPS

ELECTRICAL CONNECTIONS

CONTACTS TIGHT & CLEAN

FAN PULLEYS (ADJUST BELT)

CHECK, LUB BEARINGS & MOTOR

EVAPORATOR COIL

CLEAN COIL & CHECK FIN

ENT DB _____ °F LVG DB _____ °F

ENT WB _____ °F LVG WB _____ °F

CONDENSATE AREAS

INSPECT & CLEAN DRAIN PAN

INSPECT & CLEAN DRAIN

AIR FILTERS

CLEANED _____ REPLACED

FILTER SIZE _____

HEATING ASSY.

BURNER & HEAT EXCHANGER

FUEL SUPPLY & PRESSURE

PILOT ASSEMBLY

FLAME ADJUSTMENT

PRIMARY RELAY & FLUE

FAN & LIMIT SWITCH OPER.

BLOWER ASSEMBLY

RV VALVE

STRIP HEAT

DEFROST CYCLE

ELECTRICAL COMPTS.

RELAYS _____ CONTACTORS

OVERLOAD _____ PRESS. SWITCH

THERMOSTAT

O.K. _____ REPLACE

RELOCATE

TRAVEL TIME

TIME ARRIVED _____

TIME DEPARTED _____

TRAVEL TIME _____

MILEAGE

ENDING _____

START _____

TOTAL MILES _____

X /HR.= _____

X /MI.= _____

X

X

X

X

X

X

X

X

X

Clean and Reinstall
Rough Top Duct Work

We wish to provide the highest level of professionalism and quality service along with the best customer assurance policy in the industry. Our service repair warranty policy is:

1. All parts replaced by us will be warranted to be free of defects for a period of _____
Many service companies provide 30, 60 or 90 day warranties. We feel that the parts we install have been carefully selected and meet or exceed manufacturer specifications. For this reason we feel comfortable offering this excellent warranty. The labor to install the warranted part(s) is discussed in Item #2 below.

2. Our repair labor is warranted for a period of _____
This is the labor to repair or replace the part we installed in the initial repair, and not to correct other problems that may have arisen in the interim.

3. In the case of refrigerant (freon) leak repairs, our parts and labor warranty is as stated above with the following clarifications:

a. You are strongly urged to let the technician show you the location of the leak prior to and after the repair. If this is not possible due to attic or other inconvenient location, be sure the technician accurately describes the leak location on this service ticket. Our warranty is for the specific leak repaired.

b. Unfortunately, many times there can be more than one leak in a system. We may only locate one and complete an effective repair only to be called out again later and find another one. Our warranty on the previous leak repair would not cover the new one. However, if within 90 days of the first leak location, we will provide a no charge diagnostic and leak search. You will then only pay for the repair of the leak, just as you would have done if we had located it on the first trip.

ENVIRONMENT CHECK LIST

CHRG. CODE	TYPE	SYSTEM	QTY.
①	RECOVERED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____
②	RECYCLED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____
③	RECLAIMED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____
④	RETURNED TO THIS SYSTEM?	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____
⑤	DISPOSAL	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____
⑥	NON USEABLE	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____
⑦	DISPOSAL	YES <input type="checkbox"/> NO <input type="checkbox"/>	QTY. _____

OWNER'S INITIALS
ACCEPTED _____ DECLINED _____

STATE LICENSE # CACO50394
P.O. BOX 5451
KEY WEST, FL 33045
(305) 295-0333

NAME _____
STREET _____
CITY _____ STATE _____ ZIP _____
MAKE _____ MODEL _____ SERIAL NUMBER _____

Security

COMBINED PERSONNEL recommend:
D&S

TECHNICIAN SIGNATURE _____ CERT. # _____

TERMS: DUE UPON COMPLETION

I HAVE THE AUTHORITY TO ORDER THE ABOVE WORK AND DO SO ORDER AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL FINAL & COMPLETE PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF.

AUTHORIZED SIGNATURE _____

ABOVE ORDERED WORK HAS BEEN COMPLETED AND I ACKNOWLEDGE RECEIPT OF MY COPY.

TOTAL	SUB-TOTAL	DIAG. CHARGE	TAX	TOTAL AMOUNT DUE
3,000.00				3,000.00

X DATE _____